



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Airport Administrator**

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
 Airport Management Council of Ontario (AMCO) conference and tradeshow held September 30 to October 3rd in Winnipeg, Manitoba.

Other Comments:
 Travelled to Winnipeg on September 29th, 2018. No receipt is available for the gas claim of \$63.86.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|---------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|----------------|
| DATES (mmm dd/yy) | Sep 29/18 | Sep 30/18 | Oct 01/18 | Oct 02/18 | Oct 03/18 | | | |
| Transportation: | | | | | | | | |
| Personal Auto 63.5 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | \$55.17 | \$55.17 | \$55.17 | \$55.17 | \$55.19 | \$0.00 | \$ 275.87 | |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other baggage(29 th) gas \$63.86 and baggage \$33.90 (3 rd) | \$44.07 | \$0.00 | \$0.00 | \$0.00 | \$97.76 | \$0.00 | \$ 141.83 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$158.40 | \$158.40 | \$158.40 | \$158.40 | \$0.00 | \$0.00 | \$ 633.60 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13.41 | \$0.00 | \$ 13.41 | |
| - Dinner | \$0.00 | \$19.81 | \$0.00 | \$0.00 | \$8.23 | \$0.00 | \$ 28.04 | |
| Other – Specify: | \$81.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 81.62 | |
| TOTALS | \$ 339.26 | \$ 233.38 | \$ 213.57 | \$ 213.57 | \$ 174.59 | \$ 0.00 | \$1,174.37 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$1,174.37 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, rec

I hereby certify that all the above expenditure purposes stated above.

Date: NOV 28/18

I have examined the above expense claim & NOV 29/18



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Airport Administrator

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Airport Management Council of Ontario (AMCO) conference and tradeshow held September 30 to October 3rd in Winnipeg, Manitoba.

Other Comments:

Travelled to Winnipeg on September 29th, 2018.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|-----------|-----------|---------|---------|---------|---------------------|------------|----------|
| DATES (mmm dd/yy) | Sep 29/18 | Oct 03/18 | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto | km | 0.00 km | km | km | 0.00 km | | | |
| 63.5 cents/km | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$199.15 | \$199.15 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 398.30 | |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Other – Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 199.15 | \$ 199.15 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 398.30 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$398.30 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, reco

I hereby certify that all the above expenditure purposes stated above.

Date: October 24/18

I have examined the above expense claim ar

Date: October 25/18